

CLEMSON UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

ADMINISTRATIVE RESEARCH AND SUPPORT

CU 6880 INTERNAL AUDITED FINANCIAL STATEMENTS

Description:

Document analysis of internal fiscal control and operational efficiency for the College of Engineering and Science Foundation. Information includes notes regarding financial statements, efficiency of operation, recommendations concerning office operations, expenses and changes in fund balances, statement of support, revenue, expenses and other related information.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 6/29/93

CU 6881 ENGINEERING FOUNDATION FINANCIAL RECORDS

Description:

Document fiscal accountability for the College of Engineering and Science Foundation expenses. Document the purchase of equipment and supplies, and other expenditures for funded grants. Information includes vouchers, invoices, financial statements, deposit reports, cancelled checks, contributions, gifts, bank statements, and accounting reports.

Retention:

Office: 4 years.

University Records Center: 3 years.

University Archives: Selection of needed documentation permanent.

Schedule approved 6/29/93

CU 6882 **SMALL GRANTS AND CONTRACTS**

Description:

Document small grants and contracts that do not exceed \$15,000. Information includes Grant/Contract Award Notification, grant proposals, account identification number, receipt number, principal investigator, correspondence, budget account number, grant period, and sponsor.

Retention:

3 years following cancellation of contract or submission of final expenditure report; destroy.

Schedule approved 6/29/93